

## 4.203 Taxpayer identification information.

(a) If the contractor has furnished a *Taxpayer Identification Number (TIN)* when completing the *solicitation* provision at [52.204-3](#), Taxpayer Identification, or paragraph (l) of the *solicitation* provision at [52.212-3](#), *Offeror Representations and Certifications-Commercial Products and Commercial Services*, the *contracting officer shall*, unless otherwise provided in agency procedures, attach a copy of the completed *solicitation* provision as the last page of the copy of the contract sent to the payment office.

(b) If the TIN or type of organization is derived from a source other than the provision at [52.204-3](#) or [52.212-3\(l\)](#), the *contracting officer shall* annotate the last page of the contract or order forwarded to the payment office to state the contractor's TIN and type of organization, unless this information is otherwise provided to the payment office in accordance with agency procedures.

(c) If the contractor provides its TIN or type of organization to the *contracting officer* after award, the *contracting officer shall* forward the information to the payment office within 7 days of its receipt.

(d) *Federal Supply Schedule contracts*. Each *contracting officer* that places an order under a Federal Supply Schedule contract (see [subpart 8.4](#)) *shall* provide the TIN and type of organization information to the payment office in accordance with paragraph (b) of this section.

(e) Basic ordering agreements and indefinite-delivery contracts (other than Federal Supply Schedule contracts).

(1) Each *contracting officer* that issues a basic ordering agreement or indefinite-delivery contract (other than a Federal Supply Schedule contract) *shall* provide to *contracting officers* placing orders under the agreement or contract (if the contractor is not required to provide this information to the *System for Award Management*)-

(i) A copy of the agreement or contract with a copy of the completed *solicitation* provision at [52.204-3](#) or [52.212-3\(l\)](#) as the last page of the agreement or contract; or

(ii) The contractor's TIN and type of organization information.

(2) Each *contracting officer* that places an order under a basic ordering agreement or indefinite-delivery contract (other than a Federal Supply Schedule contract) *shall* provide the TIN and type of organization information to the payment office in accordance with paragraph (a) or (b) of this section.

**Parent topic:** [Subpart 4.2 - Contract Distribution](#)